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**SUBJECT:** Accomplishments, Plans and Objectives

1. During past fiscal year the support provided the Clandestine Services by the Office of Personnel was reorganized in order to increase its effectiveness. Support was initially provided the DD/P through the Clandestine Services Branch of Personnel Operations Division. In the reorganization this unit became the Clandestine Services Personnel Division of the Office of Personnel. The new division contains two parts. One of these, designated Clandestine Services Personnel Office, is concerned with staffing problems for the DD/P and administrative and clerical support to the three career service panels responsible for the careers of personnel within the Clandestine Services. The second unit designated the Clandestine Services Support and Clerical Panel is responsible for the career management of non-professionals within the Clandestine Services. To assist these units in their work within the DD/P, all files of personnel in the Clandestine Services Career Service were physically located within the space area occupied by the CS Personnel Division. This file unit, although by location an adjunct of the CS Personnel Division, remains under the administration of Records and Services Division of the Office of Personnel.

2. This reorganization was accompanied by a relocation of the various personnel components serving DD/P. This move, which situated the division in one corridor, did much to unify the efforts of the various division components and facilitated their contact with the components of DD/P which they were servicing.

3. Other specific accomplishments during the past year are as follows:

a. Provided direct personnel support to the Glandestine Services in the matters of placements, promotions, the staffing of Tables of Organization and ceilings, requisitioning of military personnel and the processing of all personnel actions involving the DD/P.

b. Provided staff support for the Selection Out Program within the DD/P.

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c. Assisted in the conduct of a cover and assignment survey within the Clandestine Services. This assistance includes the maintenance of a cover and assignment statement on each individual within the Clandestine Services, its up-dating each time an individual is reassigned and its presentation to the individual's Career Panel each time an individual is considered for reassignment.

d. The conduct of the [ ] among all individuals of the Agency assigned overseas. The Division prepared and coordinated the Book Dispatch on this survey and forwarded it to field stations and bases accompanied by the necessary survey cards.

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e. The implementation of a new procedure by which the Clandestine Services, rather than the DD/P components, inform CS careerists in the field of their next assignment. Under this procedure the Clandestine Services Career Panels monitor field assignments and, by dispatch to the field, inform Clandestine Services careerists of their next assignment prior to the expiration of their overseas tour.

f. Placed approximately [ ] new clerical personnel among components of the DD/P.

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g. Developed or provided coordination on numerous Agency regulatory issuances and book dispatches.

h. Provided a centralized point to which components of the DD/P could apply for information and assistance in matters of personnel and career servicing policy procedures and general guidance.

B. Plans and Objectives for Fiscal Year 1959.

4. The reorganization and relocation mentioned above took place near the end of fiscal year 1958. Thus it is anticipated that the new organization is in a position to launch its new activities as fiscal year 1959 begins. It is anticipated that the services and functions of this new unit will show marked increase during the coming fiscal year as it begins to function under its new Table of Organization.

5. Specific plans and objectives are as follows:

a. The application of the new flexible T/O concept within the DD/P. The switch over to the new T/O system will require the publication of a [ ] and close coordination with all components within the DD/P.

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b. Refinement and improvement of all personnel services currently provided the DD/P by implementing short cuts and speed-ups where possible and by the elimination of needless process and procedures.

c. A closer review of the qualifications of individuals within the Clandestine Services Career Service and the manipulation of these personnel to the best advantage of the Clandestine Services and the individual concerned.

d. The institution of more complete information on vacant positions within the DD/P and specific requirements of those positions.

e. The physical location within the division area of the Staff Agent Processing Branch, Contract Personnel Division. The location of this unit within the division's area will aid materially in the process of converting staff employees to staff agents, and their eventual reconversion to employee status. It will also complete the central location of all DD/P Personnel Files.

f. Increase the familiarization of Panel members and secretaries with the personnel within the specific Panel. This measure is intended to improve the placement of individuals by more efficient utilization of their abilities and experience.

g. The extension of the Competitive Promotion System downward to include all professional grades within the Clandestine Services.

h. Closer monitoring of all overseas personnel to improve their reassignment at the end of their tour and the replacement by individuals located in Headquarters.

i. The shifting of the obligation for career planning from the DD/P Staff Chiefs, where it has been located, to the Career Services Panel of the individuals concerned.

j. Continuation of staff assistance in the Selection Out Program. It is intended that this program will be carried out on a case-by-case basis as each arises and will not follow a time schedule under which periodic surveys are made for Selection Out candidates.

k. To guide and assist the various Career Panels toward more definitive action in the assignment and career management of the individuals under their jurisdiction.

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C. Plans and Objectives for Fiscal Year 1960.

6. The level of activity in the Division during this fiscal year should be a continuation of that during fiscal year 1959. No major new activity is foreseen at this time and the accomplishments obtained during fiscal year 1959 would be continued during fiscal year 1960.

7. The flexible T/O concept should be in full operation during this fiscal year and its advantages should be fully realized. Reassignments should be more efficiently performed, both to the advantage of the individual and the Agency. A refinement of all personnel procedures should be in force increasing the over-all efficiency of personnel management within the Clandestine Services.

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Chief, CS Personnel

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